

SFNaz Church Facilities Use Policy and Agreement

Church Mission Statement

Boldly proclaim the transforming love of Christ through acts of mercy, grace, and unconditional love.

Introduction

We sincerely thank you for considering SFNaz as the venue for your upcoming event or activity. It is our privilege to host you, and we are committed to ensuring that your experience within our sacred space is both meaningful and respectful. Please carefully review and adhere to the terms of this agreement.

This agreement serves as the cornerstone of mutual understanding between SFNaz and those utilizing our facilities. It is designed to foster an atmosphere of mutual respect and collaboration. By familiarizing yourself with these guidelines, you become an integral part of our collective effort to maintain the integrity of our facility while supporting your event.

The church believes disputes are to be worked out between parties without recourse to the courts. Users of the facility agree to attempt resolution of any disputes through Christian mediation.

The lead pastor, or official designee, is the final decision-maker and must approve all uses of church facilities.

Generally, priority will be given to church members and attendees, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of SFNaz.

Church Members and Attendees Use

1. Church members and attendees will be allowed to make reservations for a one-time activity, primarily for personal use, which does not conflict with previously scheduled activities. Exceptions can be made for weddings, which could have priority over regular activities, if ninety (90) days' notice is given prior to the wedding.
2. Church members are not required to pay a usage fee because maintenance of the facilities is derived from member tithes and offerings but will be subject to custodial and other appropriate fees.
3. All formal receptions and events will be handled like any other facilities usage event.

Facility Use Hours

Facilities are available between the hours of 9 a.m. and 9 p.m. Exceptions outside of these hours may be approved by the lead pastor or official designee on a one-time basis.

Outside Organizations Use

Although the facilities are not generally open to the public, we make them available to non-members as a means of reaching our neighbors and city.

Church facilities and most equipment will be made available to outside groups or individuals meeting the following qualifications:

1. We hold dear the value of respect and consideration for all individuals who enter our doors. We request that all attendees, organizers, and participants in your event uphold these principles: treating fellow guests, staff, and volunteers with kindness and courtesy.
2. Most of the outside group usage will be for “non-profit”. “For profit” organization usage will be extremely rare and will require special permission from the Lead Pastor/Church Board.
3. The individual or group representative seeking use of the facility must submit a signed **“Church Facility Use Reservation Request and Agreement”, Addendum 1**, fourteen (14) days prior to the event. The earliest returned signed and dated agreement will be used in case of scheduling request duplication.
4. Most outside users of our facilities are subject to a use and maintenance fee as described in the attached **“SFNaz Facility Use Fee and Invoice Schedule”, Addendum 3**, to help pay for the upkeep of church facilities.
5. Additional requirements for fees, security deposits, and other necessary forms must be submitted five (5) days in advance of the event.
6. The person or group seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church’s rules of conduct for facility use, and as described in any additional instructions by church staff or other policies.
7. Outside organizations facility usage may be renewed yearly, subject to any changes to the policy, fees, and church calendar.
8. A **SFNaz Liaison** will be required for most events to ensure that everything goes smoothly. The liaison will:
 - a. Coordinate as needed between the church staff and the event representatives.
 - b. Act as the contact person with SFNaz during the event.
 - c. Ensure the **Facilities Use Policy & Agreement** for the event is followed.
 - d. Oversee event set up, teardown, and cleanup of event spaces.
 - e. Be available and provide access to the resources needed during the event.
 - f. Monitor and maintain the event spaces throughout the event.
 - g. Open and close the building before and after the event, including turning on and off lights, unlocking and locking doors, and disarming and arming the security system.

Scheduling Events - (members, attendees, and outside groups or individuals)

To ensure that the desired space is available and that no conflicts exist, all activities, all events and meetings must be scheduled and reviewed by the church staff. The event will be reserved and placed on the church calendar only when the lead pastor or official designee approves the use and date.

Facility use requests shall be made to the church office by submitting the “**Church Facility Reservation Request and Agreement**”, **Addendum 1**, at least fourteen (14) days in advance of the event.

Church ministry groups and organizations are encouraged to plan and schedule events as far in advance as possible.

Church-wide events will have priority in scheduling with the following provisions:

1. On-going, scheduled activities which are weekly in nature may be canceled and rescheduled by a church wide event, if a request is made at least thirty (30) days in advance, and consent is given by the original scheduling party. Any unresolved conflict will be mediated by the church administrator, with final decision by the lead pastor.
2. A one-time event or activity that has been placed on the calendar may not be canceled or rescheduled to accommodate a church-wide event without consultation with the first scheduling party and a resolution of any conflict. Priority will be given for another date for the group that was originally scheduled.

Addendums

Each area within the facility may require a separate agreement addendum and signed by the requesting party. Those documents are made an integral part of this policy and are included but made separately because of convenience or other specific rules and regulations pertaining to that part of the facility.

- | | |
|--|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Holy Grounds Café |
| <input type="checkbox"/> Fireside Room | <input type="checkbox"/> Educational Wing |
| <input type="checkbox"/> Gym | <input type="checkbox"/> Gym Kitchen |
| <input type="checkbox"/> Schmidt Park | |

For all non-church sponsored **athletic and re-occurring events**, the group or person using the facility must obtain liability insurance coverage as determined by SFNaz's insurance carrier. The undersigned hereby agrees to show proof of liability insurance by providing a Certificate of Liability Insurance naming Spokane First Nazarene Church as additionally insured **five (5) days before the requested use date**.

SFNaz Facilities Use General Guidelines and Procedures (for all groups and individuals)

1. All behavior will be consistent with the mission and purpose of SFNaz.
2. No alcohol may be served in church facilities.
3. Smoking in any part of the building is prohibited. A designated smoking area is located on the northwest corner of the gym.
4. Abusive or foul language, violent behavior, and drug or alcohol use or abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
5. Groups are restricted to only those areas of the facility that have been reserved.
6. Children and youth will always be properly supervised.
7. Church equipment, such as tables and chairs, must be returned to the original location, unless arranged otherwise prior to the event.
8. All lights must be turned off, doors locked, and the security system set upon departure if the event is scheduled after business hours of SFNaz or is the last event of the day. If the event requires a Liaison, they will ensure this will be handled.
9. General event clean up must be done in accordance with the signed agreement, depending on fees. **A Building and Cleaning Checklist** will be provided for your use and must be returned to the church office or given to the Liaison after checking off the items you are responsible for.
10. Any person or group representative must sign the **SFNaz Church Facility Reservation Request and Agreement, Addendum 2**, prior to approval of request.

It is hereby acknowledged that I have read and received a copy of the above policy, rules and guidelines and agree to follow them as a representative of the ministry or group requesting use of the facilities.

Individual or Organization represented: _____

Signed: _____ **Date Submitted:** _____

Printed Name: _____

SFNaz Approval: _____ **Date Approved:** _____

Addendum 3 - SFNaz Facilities Use Fees and Invoice

Area	Hourly Rate (2 Hr. Min.)	Each 15 Minutes Add. Charge	Event Hours Req.	Total Fees	Invoice Amount
Sanctuary	\$60	\$15			
Holy Grounds Café	\$40	\$10			
Fireside Room	\$20	\$10			
Full Ed. Wing	\$60	\$15			
Upper or Lower Ed. Wing	\$40	\$15			
Individual Classroom	\$30	\$10			
Gym	\$60	\$20			
Gym Kitchen	\$40	\$15			
Event Liaison	\$17				
Sound Technician	\$25				
Event Custodial Cleaning	\$25				
Total Fees and Invoice Amount:					

Event Date Requested: _____ Event Hours _____ to _____ = _____

Organization: _____ Circle one:

AM/PM	AM/PM	Total Hours
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Contact Person: _____

Phone Number: _____ E-Mail Address: _____

I hereby acknowledge that I have read and received a copy of the **SFNaz Facilities Use and Policy and Agreement**, and agree to follow them as a representative of the ministry, organization, group, or individual requesting the use of the facility.

Signature: _____

Date: _____

Fees are meant to partially cover utilities and normal maintenance but not event cleaning.
All fees are subject to change without notice.

SFNaz Approval: _____ Posted to Calendar: _____

Date: _____ By: _____